Approved For Release 2002/09/03 : CIA-RDP/8-04720A000100120036-7

DEC 28 1954 MEMORANDUM FOR: Deputy Director (Administration) ATTENTION 25X1A9A : Courier Service 25X1A6D SUBJECT 25X1A9A 1. Reference is made to telephone conversation with Mr. White of this Office on 22 December 1954, wherein he requested comment concerning the assignment of the responsibility for handling their own courier 25X1A6D This Office concurs in assigning such responsirequirements. with the understanding that they will probility 25X1A6D vide the necessary personnel. 2. A staff study has been prepared by this Office, and forwarded to the Management Staff, which requests an increase in staffing for the Mail and Courier Branch. The recommendation contained in the staff study that the Mail and Courier Branch Table of Organization be increased by 7 should be changed to indicate an increase of 5 (less 2 WB-3 laborers) if the responsibility for providing courier service is assigned to 25X1A6D that activity. 3. Upon receipt of a request from that activity, we will effect the transfer of the vehicle which was recently authorized and assigned to the Mail and Courier Service. FOIAB3B

TO NO. DOC. NO. 5 NO CHANGE IOB NO.___ TO: IS S ORET. JUST.22 IN CLASS TERMS TO / OF SA PE DOC. 02_ NEXY PEVILLE 10 HIL HO. PGS / CREATION DATE ORG COMPEN CPIDOURG CLASS.S. REV CLASS _ REV COORD. ___AUIM: HR 76-3

JAMES A. GARRISON

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SEP 21 1954

25X 1A9A	MEMORANDUM FOR: Deputy Director (Administration) ATTENTION: SUBJECT: Security Alarm Service - Records Building.	25X1A6D
	1. Reference is made to your memorandum of 9 September, subject as above, in which you inquired into the necessity of an alarm installation in the Records Building and, if deemed necessary, the possibility of obtaining such protection from a firm other than possibly at a lower cost.] 25X1
25X1	2. Because of the large volume of material classified up to and including Top Secret which will be stored on open shelves in this building, I feel that the alarm system, similar to that presently in operation in the Vital Records Repository, is required. I further recommend that theCompany be used for the installation of the alarm system, because of the risk involved in dealing with smaller local companies whose products, installations and service have not been tested and proven satisfactory.	
	FOIAB3B Secripted Edwards Director of Security	
	JOB NO	25X1

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